

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-2648**

**29 OCTOBER 2013**



**Personnel**

**COMMUNITY COLLEGE OF THE AIR  
FORCE (CCAF)**

---

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing web site at  
[www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: HQ USAF/A1DL

Certified by: HQ USAF/A1D  
(Barbara J. Barger, SES)

Supersedes: AFI 36-2304, 1 September  
1999

Pages: 9

---

This instruction implements AFD 36-26, *Total Force Development*. It also implements Title 10 United States Code 9315 and 9317, *Community College of the Air Force*, (CCAF), Department of Defense (DoD), and Air Force directives for the administration of the 1954 federal policy on accreditation of federally chartered degree-granting institutions. It states the mission and responsibilities of the college. It identifies CCAF-related responsibilities of the Commander, Air University (AU), The Barnes Center Commander, and CCAF Commandant; responsibilities of Program Managers for degrees and certifications; responsibilities of the education services system; responsibilities incurred by affiliation with the college; and program eligibility. This instruction requires collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013, and Public Law 94-361. System of Records F036 AETC L, *Community College of the Air Force Student Transcript, Administration, and Records System*, applies. Refer recommended changes and corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 through major command (MAJCOM) to the OPR. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This instruction applies to all components of the worldwide CCAF system and associated Air Force Personnel Center (AFPC) instructor assignment processes. The use of the name or mark of any specific manufacturer,

commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

### ***SUMMARY OF CHANGES***

This revision updates the responsibilities of the AU Board of Visitors (paragraph 3), the Barnes Center Commander and CCAF Commandant (paragraphs 2 and 5 through 6.9), CCAF degree and certification program managers (paragraphs 7 through 7.7), Student Academic Advisors (paragraphs 8 through 8.6) and CCAF Affiliated Schools (paragraphs 9 through 9.4); Instructor selection from AFPC (paragraph 10), and adds a new Section C, Professional Certifications and Programmatic Accreditation (paragraph 11 through 12). This revision also provides new sources of CCAF transcript availability (paragraph 8.4).

### ***Section A—Mission***

**1. CCAF Mission.** Offer and award job-related associate in applied science degrees and other academic credentials that enhance mission readiness, contribute to recruiting, assist in retention and support the career transitions of Air Force enlisted members.

### ***Section B—Responsibilities***

**2. The Commander, Air University is the CCAF governing authority.** In this capacity the AU Commander:

- 2.1. Confers degrees upon graduates of the college.
- 2.2. Assigns the Barnes Center Commander responsibility for governing the college.
- 2.3. Provides required resources.
- 2.4. Establishes policies to include academic programs, accreditation, operations, philosophy, institutional mission, vision, and effectiveness.

**3. The AU Board of Visitors (AU BOV).** The board represents the public interests and advises the AU Commander, The Barnes Center Commander, and the CCAF Commandant on matters pertaining to the management and operation of the college.

**4. The CCAF Policy Council.** The Policy Council is composed of representatives from all elements of the CCAF system. Chaired by the Dean of Academic Affairs, the Policy Council meets annually and submits recommendations concerning academic policies, degree programs, award of credit, academic standards, affiliation of schools, and other policy matters to the CCAF Commandant and the AU BOV for guidance and concurrence.

### **5. The Barnes Center Commander:**

- 5.1. Assigns the CCAF Commandant responsibility for administering the college.
- 5.2. Approves and provides adequate resources.

**6. The CCAF Commandant:**

- 6.1. Develops and publishes procedures and guidelines for affiliated schools, student academic advisors, and students.
- 6.2. Develops and implements procedures for award of academic credit.
- 6.3. Establishes professional certification and degree programs.
- 6.4. Establishes and administers advisory panels for affiliated schools and the education services system.
- 6.5. Maintains student academic records.
- 6.6. Issues transcripts, professional certifications, and diplomas.
- 6.7. Ensures CCAF shares in regional accreditation through AU by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) and ensures full compliance of the CCAF system.
- 6.8. Investigates cases of suspected fraudulent activity, refers confirmed cases of fraud to appropriate legal and administrative authorities, and takes action as prescribed in CCAF academic policies.
- 6.9. Ensures CCAF representation in the civilian higher education community and professional organizations.

**7. CCAF Program Managers.** Program Managers satisfy the SACSCOC requirement that: “For each major in a degree program, the institution assigns responsibility for program coordination, as well as for curriculum development and review, to persons academically qualified in the field.” It is desirable that Program Managers possess an associate degree or higher, preferably in the discipline, and professional certification(s) commensurate with their duty position. Program Managers are considered functional experts and are selected to their positions for career-field expertise in their Air Force Specialty Code (AFSC). CCAF Program Managers perform the following functions:

- 7.1. Develop and maintain degree programs for assigned AFSCs.
- 7.2. Monitor career field changes and the need for new degree programs or revision of existing degrees on a continuing basis.
- 7.3. Maintain communications with career field functional managers, civilian colleges and universities, and business and industry to ensure state-of-the-art degree programs.
- 7.4. Evaluate and translate curriculum content of Air Force technical courses for conversion to civilian collegiate credit.
- 7.5. Develop course descriptions commensurate with civilian academic institutions.
- 7.6. Advise student academic advisors worldwide on matters concerning CCAF academic programs and policies.
- 7.7. Attend and provide briefings at Specialty Training Requirement Teams (STRT).

**8. CCAF’s Student Academic Advisors.** Education and Training Section Chiefs and Leaders, Education Advisors, Guidance Counselors, Education Specialists, Education and Training

Technicians, Air National Guard Base Education and Training Managers/Training Technicians and Air Force Reserve Education and Training Technicians.

8.1. Student academic advisors advise enlisted members on CCAF degree completion using guidelines in the *CCAF Advisor Handbook* and *CCAF General Catalog*.

8.2. Community College of the Air Force Action Requests are submitted via the web page 968 *Community College of the Air Force Action Request*, or electronically through a feature of the Air Force Automated Education Management System (AFAEMS) to update records, change degree programs, change catalogs, register in a subsequent degree program, and nominate students for degree candidacy.

8.3. Installations must conduct at least one graduation ceremony (either independently, or as part of a consolidated event) to ensure that graduates are recognized and diplomas are presented at an appropriate ceremony. The Education and Training Section (FSS/FSDE) will serve as the liaison between the CCAF and the designated professional organization orchestrating the event. Education Centers will ensure a graduate listing and diplomas are requested and provided. Recommend the use of professional organizations such as Chiefs' Group, First Sergeants' Council, Top Three, Company Grade Officers Association, etc to conduct the event.

8.4. CCAF transcripts are free and may be requested by Air Force members (active or retired), civilians, students, and other services' members via the Air Force Virtual Education Center (AFVEC), or the web. (See *CCAF Advisor Handbook* or *CCAF General Catalog* for details, and the CCAF non-public website).

8.4.1. Civilians, other service personnel, and retirees without computer access may send a written request to CCAF that includes full name, or former name as appropriate, social security account number, date of birth, and the address of the location where the transcript is to be sent. The student's signature is the legal authorization for CCAF to release a transcript. Send transcript requests to:

CCAF/DESS  
100SouthTurnerBlvd  
Maxwell-Gunter AFB AL 36114-3011

8.5. Student academic advisor training includes resident and regional workshops, distance learning advisor updates, and training assistance visits.

8.6. Resources for advisors are located on the CCAF non-public website.

**9. CCAF Affiliated Schools.** Schools must meet standards established by Air University's regional accrediting body (SACSCOC) and CCAF. Details regarding the affiliation of prospective schools and the documentation described in this publication are found in the *CCAF Campus Affiliations Policies, Procedures and Guidelines* (PPG). The PPG is directive in nature and compliance is mandatory. To become an affiliated school and maintain affiliation, a school must agree to accept certain responsibilities, comply with the requirements in these guidelines, and provide required information.

9.1. Air Force organizations must meet the following minimum eligibility requirements to be considered for candidacy as a CCAF affiliate school:

9.1.1. The prospective school must have a 100% degreed faculty level. All faculty members must have an associate or higher level degree (preferably in the discipline), documented expertise in the teaching discipline, and be technically qualified.

9.1.2. The school must submit written authorization by the major command (or equivalent) to seek affiliation with CCAF.

9.1.3. The school must be in operation with Air Force enlisted personnel enrolled at the time of application.

9.1.4. The school must conduct courses worth at least 7 semester hours (SH) cumulative (not including instructor qualification courses) as evaluated by CCAF. CCAF's evaluation will also determine course applicability to degree programs.

9.2. Each candidate and affiliate school must adhere to the following minimum conditions of affiliation, which require each candidate/affiliate school to:

9.2.1. Maintain full compliance with all CCAF PPG requirements.

9.3. Fund a candidacy visit, initial and final affiliation visits as required, staff assistance visit (when requested by the school), and similar visits by SACSCOC.

9.3.1. Support a Compliance Requirements Visit (CRV) when scheduled. CCAF normally visits each affiliate school once every three years. The proposed schedule is coordinated through the MAJCOM gatekeepers.

9.3.2. Complete a self-study (during candidacy period) and submit an annual report by 15 December each year.

9.3.3. Submit new or revised course documents at least 10 calendar days before the class start date and review and/or update course documents annually.

9.3.4. Report course graduates within 5 duty days after graduation using a method acceptable to CCAF Campus Affiliations (e.g., Oracle Training Application (OTA), CCAF Graduate Reporting Software, etc.).

9.3.5. Select and maintain an academically and technically qualified teaching faculty (ensuring faculty qualifications remain 100 percent compliant). This applies to all CCAF faculty to include, military, civilian, and civilian contractors.

9.3.6. Maintain faculty credential data, including degreed faculty status, using the CCAF Faculty Database (STARS-FD).

9.3.7. Conduct a CCAF approved instructor qualification program as prescribed in the PPG.

9.3.8. Conduct a comprehensive evaluation of students, faculty, instruction, instructional media, curricula, supporting facilities, and services that contributes to the educational effort.

9.4. The CCAF Campus Affiliations Division will review affiliated school compliance with CCAF requirements and policies of affiliation in conjunction with the Board of Visitors scheduled meetings. A school not in compliance with the conditions of affiliation is subject to sanctions imposed by the AU BOV. If the deficiencies are not readily correctable and

sanctions must be imposed, the CCAF Commandant will notify the school's chain of command in writing of any action taken.

**10. The Air Force Personnel Center (AETC/AFPC).** AETC in conjunction with AFPC will assign military individuals to instructor duty in accordance with AFI 36-2110, *Assignments, and the Air Force Special Category Assignment Guide*. Civilian and contractor hires are at the discretion of the school; however, these faculty members must meet the same degree and qualification requirements as military faculty. AFPC must use the categories in Table 9.1 to assign individuals to instructor duty.

**Table 10.1. Assignment Categories**

CATEGORY	DEFINITION
Category 1	Volunteer with a degree (preferably in the discipline)
Category 2	Non-volunteer with a degree (preferably in the discipline)
Category 3	Volunteer within 12 SHs of completing an associate degree (preferably in the discipline)
Category 4	Non-volunteer within 12 SHs of completing an associate degree (preferably in the discipline)

10.1. Volunteers/Non-volunteers: AETC will ensure eligible members have met the education requirements in paragraph 10.2 and with AFPC approval, fill instructor duty vacancies as required.

10.2. Individuals assigned to instructor duty, teaching CCAF credit awarding courses, will hold at least a 2-year degree, (preferably in the discipline), from an accredited institution. Individuals requiring more than 12 SH to complete an associate degree will not be selected for instructor duty. **NOTE:** If the member requires more than 12 SHs to complete an associate degree, a CCAF waiver may be requested but only in the most extreme circumstances. If approved, the member must still be able to complete a degree within 12 months of being assigned to instructor duty. All assignment requests must include the statement that the position is a degree-mandatory position (i.e., "position is Category 1 for a degree-mandatory position").

### ***Section C—Professional Certifications and Programmatic Accreditation***

**11. Professional Certifications.** CCAF is the focal point for developing, managing, and administering professional certification programs supporting the enhancement of mission readiness, professional development, and career transitions of Air Force enlisted members. Certification Program Managers perform the following functions:

11.1. Develop, manage, and administer professional certification programs that directly broaden an Airman's occupational professional development.

11.2. Develop and maintain specialized courses that support certification programs for Airmen pursuing professional certification.

11.3. Monitor the need for new certification programs or revision of existing programs on a continuing basis.

11.4. Evaluate curriculum content of Air Force and civilian technical courses for applicability toward certification program requirements.

11.5. Advise students and academic counselors worldwide on matters concerning professional certification opportunities, requirements, and policies.

11.6. Maintain communications with certification agencies and industry to ensure program compliance with certification agency rules, policies, and requirements.

11.7. Research national professional certifications related to Air Force occupational specialties and develop needed programs that guide personnel towards professional certification.

11.8. If possible, and in the best interest of the Air Force, align degree programs with industry standards that result in, or lead to, eligibility or award of certification upon completion of the applicable CCAF degree.

11.9. Evaluate national professional certifications for award of CCAF collegiate credit. CCAF may award collegiate credit for national professional certifications applicable to specific degree programs and satisfy specific Technical Education and Program Elective requirements. Update certificate completions in MilPDS.

**12. Programmatic Accreditation of Degree Programs and Courses.** Selected CCAF degree programs and courses have programmatic accreditation status with civilian accrediting and certification agencies. Programmatic accreditation enhances the college and its programs and services by recognizing particular aspects of quality which are measured against standards established by accrediting agencies, professions, and industries.

#### ***Section D—Eligibility for Participation in CCAF Degree Programs***

**13. Eligibility.** In support of the spirit and intent of Title 10, United States Code, Section 9315, *Community College of the Air Force: Associate Degrees*, and the stated purposes of the college as outlined in paragraph 1 of this instruction, eligibility to participate in CCAF degree programs is restricted to active duty enlisted Air Force, Air National Guard, Selected Reserve and other service member CCAF instructors teaching degree applicable courses. An eligible member of the Selected Reserve of the Air Force Reserve is defined as an individual in training pay category A, B, or D, who is a member of a unit and regularly participates in paid inactive duty training and annual training. Individuals must be in pay status. Active duty Air National Guard individuals must be in training or retention category A and receiving pay.

DARRELL D. JONES, Lieutenant General, USAF  
Deputy Chief of Staff for Manpower, Personnel and  
Services

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, United States Code, Section 9315, *Community College of the Air Force: Associate Degrees*, 3 January 2012

Title 10, United States Code, Section 9317, *Air University: Conferral of Degrees*, 3 January 2012

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-26, *Total Force Development*, 27 September 2011

AFI 36-2110, *Assignment*, and the *Air Force Special Category Assignment Guide*, 22 September 2009

SACSCOC *Comprehensive Standard*, February 2013

CCAF *Campus Affiliations Policies, Procedures and Guidelines*, 1 June 2013

CCAF *Advisor Handbook*, 1 January 2011

CCAF *General Catalog*, 1 January 2011

Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

***Adopted Form***

AF Form 847, *Recommendation for Change of Publication*.

***Prescribed Form***

Web page 968 *Community College of the Air Force Action Request* through AFAEMS

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AFAEMS**—Air Force Automated Education Management System

**AFPC**—Air Force Personnel Center

**AFSC**—Air Force Specialty Code

**AU**—Air University

**AU BOV**—Air University Board of Visitors

**AFVEC**—Air Force Virtual Education Center

**CCAF**—Community College of the Air Force

**CRV**—Compliance Requirements Visit

**DOD**—Department of Defense

**OTA**—Oracle Training Application



**PPG**—CCAF Campus Affiliations Policies, Procedures and Guidelines

**SACSCOC**—Southern Association of Colleges and Schools, Commission on Colleges

**SH**—Semester Hour

**STARS**—Student Transcript Administration and Record System